



Commissioner of the Revenue Norfolk, Virginia



Sharon M. McDonald
Commissioner of the Revenue

<http://www.norfolk.gov/revenue/>

Amendment to Business License

Business License Account# _____

Type of Change _____

☐ Address

☐ Trade Name*

☐ Ownership*

☐ Other

Date Effective _____

From Only complete Information to change.

Owner _____

Trade Name _____

Mailing Address _____

Business Location _____

Phone _____

Business Classification _____

Signature of Owner _____

Title _____

Date _____

Print Name of Owner _____

Fed ID# or SSN# _____

To

Owner _____

Trade Name _____

Mailing Address _____

Business Location _____

Phone _____

Business Classification _____

Signature of Owner _____

Title _____

Date _____

Print Name of Owner _____

Fed ID# or SSN# _____

For Official Use Only

* Requires taxpayer to come to COR.

☐ Zoning Approval Required

Required for change of address or reclassification.

☐ Clerk of Circuit Court

Re-registration of fictitious name (\$10.00)

☐ New Corporation

Copy of corporate charter issued by the Virginia State Corporation Commissioner and list of officers and address are required.

☐ Transfer of Ownership

New owner liable for previously reported gross receipts and tax due of old owner and must provide those records at time of audit.

☐ Change to Partnership

Required: Certification from State Corporation Commission if limited partnership.

☐ Commissioner of the Revenue

Trustee tax for food, lodging, et cetera.

Deputy

All signatures must be notarized unless signed in the presence of a deputy Commissioner of the Revenue.